

Master City of San José Consultant Agreement

(Non-Capital Projects)

Amendment to Approved Service Order - Cover Page

1a. Intentionally Omitted.

1b. Master Agreement AC No.: 31017

2. First Second Third Amendment to Approved Service Order No. 1

3. Consultant's Name: Abbe & Associates LLC

4. The above-referenced Approved Service Order is amended as follows:

4a. **Budget/Fiscal:** The original Budget/Fiscal information in Section 7 of the Approved Service Order First Revised Budget/Fiscal Attachment Second Revised Budget/Fiscal Attachment is amended to read as set forth in the attached First Second Third Revised Budget/Fiscal Attachment.

4b. **Tasks - Attachment A:** The original First Revised Second Revised Attachment A is amended to read as set forth in the attached First Second Third Revised Attachment A.

4c. **Compensation Table - Attachment C:** The original First Revised Second Revised Attachment C is amended to read as set forth in the attached First Second Third Revised Attachment C.

5. Each of the attachments to this amendment is incorporated herein by reference.

6. Consultant Approval:

Ruth C. Abbe
ruth.abbe@abbeassociates.com (12/16/2021)
Email: ruth.abbe@abbeassociates.com

Date: _____

7. Approval as to Form (City Attorney):

Form Approved by the Office of the City Attorney

(The Maximum Service Order Compensation of the Approved Service Order, as amended, is \$100,000 or less, and the provisions of the form are not altered.)

Approved as to Form:

Date: _____

(Sr.) Deputy City Attorney: *Mark Vanni*
Mark Vanni (12/16/2021)
Email: mark.vanni@sanjoseca.gov

8. City Director Approval:

Napp Fukuda
Napp Fukuda (12/16/2021)
Email: napp.fukuda@sanjoseca.gov

Date: _____

First Second Third **Revised Attachment A: Tasks**

This Revised Attachment A is attached to the First Second Third amendment to Approved Service Order No. 31017 issued pursuant to the Master Agreement.

The tasks set forth in the original Attachment A, or in any previous amendment to the original Attachment A, are amended as set forth herein. All other tasks shall remain unchanged.

Task No. 1, entitled “Project Management, Scoping, and Regular Project Updates,” is amended as follows:

- A. **Services:** Coordinate with Environmental Services Department (“ESD”) staff to conduct team meetings to confirm project roles and team organization, develop a schedule and timeline, regularly prepare project updates, and help determine the make-up and representatives for a Zero Waste Advisory Committee (“ZWAC”) that will provide objective expertise on report contents. ZWAC may be comprised of individuals from, other City departments, the solid waste industry, climate professionals, academia, professional organizations, and regulatory agencies.
- B. **Deliverable:** Meeting preparation and attendance for a minimum of eight (8) project team meetings, project schedule with timeline, at least one (1) information needs list, bi-weekly project updates sent via email to project manager, prepare invoices that include task completion percentages, one (1) work plan to be agreed upon by all parties that shows ZWE integration with the Plan and considers the City’s General Plan.
- C. **Completion Time:** The Consultant must complete the services and deliverable for this task in accordance with whichever one of the following time is marked:
 - On or before the following date: 6/30/2022.
 - On or before ____ Business Days from _____.

Task No. 2, entitled “Greenhouse Gas Data Gap Analysis and Development of Emissions Assumptions for Zero Waste,” is amended as follows:

- A. **Services:** Develop a data collection request and complete a data gap analysis on the existing City GHG inventory and Plan information as related to solid waste sector activities (e.g. city-specific tonnage reports, characterization studies, performance data). Analyze the individual components of the Zero Waste program, data quality and availability for each component. Provide options for measuring greenhouse gas emissions reductions through Zero Waste strategies. These can include both consumption-based and production-based approaches. Zero Waste strategies are expected to reduce greenhouse gas emissions by reducing methane in landfills, saving energy and resources through the use of recycled materials, and in the case of consumption-based modeling, reducing upstream/lifecycle impacts of material use. Provide additional assumptions for: reducing vehicle miles traveled through waste reduction (fewer tons to transport) or local processing of materials, switching from fossil-fuel collection trucks to all electric, converting discarded materials to fuel or feedstocks for waste-to-energy. Align quantification methods used for Zero Waste strategies to the greatest extent possible with the City’s GHG inventory and Plan tracking approach.

- B. **Deliverable:** Information memorandum summarizing the data gap analysis, greenhouse gas emissions assumptions and sources for use in the Climate Smart spreadsheets.
- C. **Completion Time:** The Consultant must complete the services and deliverable for this task in accordance with whichever one of the following time is marked:
 - On or before the following date: 6/30/2022.
 - On or before ____ Business Days from _____.

Task No.3, entitled “Stakeholder Outreach,” is amended as follows:

- A. **Services:** Facilitate internal and external input on the ZWE. This can include engagement with identified key stakeholders (e.g., committees, City staff, community groups, and technical experts) through workshops, interviews, presentations or other activities as needed. Stakeholder outreach meetings will be conducted virtually if required per State and County health guidance. Hold separate meetings with the Environmental Services Director and Climate Smart San Jose Deputy Director/Division Manager for input on the ZWE. Hold community meetings with various community sectors (e.g., residents and business) that may be impacted by the recommended actions in the Element or changes to the waste management system as a result of Element implementation. Through these community meetings, issues such as socioeconomic impacts and social equity shall be addressed. Also, conduct a workshop with approximately 40 staff members for contribution to ZWE. Additional engagement and input facilitation from internal and external stakeholders may be required as directed.
- B. **Deliverable:** Scheduling and facilitating a minimum of six (6) meetings with staff, ZWAC, public, and key stakeholders; preparing meeting agendas, minutes, and presentations, other meeting materials as needed; prepare a summary of findings and integration of results into the ZWE report.
- C. **Completion Time:** The Consultant must complete the services and deliverable for this task in accordance with whichever one of the following time is marked:
 - On or before the following date: 6/30/2022.
 - On or before ____ Business Days from _____.

Task No. 4, entitled “Assessment of Local Landfill Capacity, Waste Management Challenges, Explore Landfilling Alternatives and Develop Technical Chapters or Appendices,” is amended as follows:

- A. **Services:** 4.1 Assess local landfill capacity for the City of San José as it relates to zero waste and climate change. Using information from the California Department of Resources Recycling and Recovery (CalRecycle) Solid Waste Information System (SWIS) database and the Jurisdiction Disposal and ADC by Facility database prepare a summary of landfills used by San Jose generators, the expected, permitted lifespan (years and tons of remaining capacity). Conduct follow up calls to Local Enforcement Agency staff and individual landfills to determine whether any facility expansions are planned or anticipated over a 10-year planning horizon. Using the assumptions for landfill and transportation emissions, identify the GHG emissions associated with the use of each landfill.

4.2 Review Zero Waste program data (tonnage reports, program and staffing costs, characterization studies, and any other performance metrics). Document current waste reduction, recycling and composting policies and programs and any changes that are planned or anticipated. Identify current and projected diversion tons and pounds per person per day over a 10-year planning horizon.

4.3 Identify waste management challenges including, those related to end-of-life disposal of items associated with the Climate Smart technologies presented in the Plan (e.g., solar panels, electric vehicle batteries). Other challenges to be assessed may include but are not limited to continuously changing recycling markets, refrigerant systems, consistency with the BAAQMD Basin-Wide Methane Strategy and implementing waste regulations (such as SB 1383, Short-Lived Climate Pollutants: Organic Waste Methane Emissions Reductions).

4.4 Identify and describe alternative goal measurement options, including generation reduction, diversion increase, landfill decrease, reduction in pounds per person per day and provide a methodology for quantifying these approaches.

4.5 Identify and describe any new or expanded policies, programs and infrastructure to be considered for implementation by the City within the 10-year planning horizon. Develop planning level cost estimates and diversion tonnage estimates using industry-standard assumptions and best estimates.

4.6 Explore options for developing a City-wide sustainable solid waste management system from the top without consideration for existing City of San José waste infrastructure. Ideas should avoid landfilling and utilize the latest and potential waste processing technologies. Options should consider recycling markets and trends, potential source reduction, food rescue, and policies that would support a sustainable waste management system.

4.7 Conduct a high-level exploration of landfilling alternatives and potential end-of-life solutions for hard-to-recycle technologies. Assess methods that are currently being used in other, yet similar jurisdictions and that have like sustainability goals that incorporate climate-smart technologies.

4.8 Explore the aspect of converting the existing waste services fleet to all-electric waste collection vehicles. The explored alternatives to landfilling should take continuously changing waste disposal technologies into consideration. These alternatives can include but are not limited to maximizing domestic reuse, waste-to-energy/transformation, mechanical biological treatment, and other solid waste treatment technologies. A summary of the assessment should include options for future end-of-life management of hard-to-recycle technologies; and, the framework for moving forward with a feasibility analysis of landfill alternatives.

4.9 Identify and quantify planning level costs and GHG reductions based on assumptions and models established in Task 2. Identify planning level costs and GHG reduction benefits of fleet conversion. Analyze other selected measures as appropriate to assist the City in the selection of measures to implement as the program approaches zero waste. Verify that the approach is consistent with waste diversion goals defined in San Jose City Council adopted Resolution 74077.

B. Deliverable: One draft (1) outline, one final (1) outline, one (1) draft report, and one (1) final report in the form of a chapter or appendix to the ZWE of a high-level assessment to be included as an appendix to the ZWE incorporating input from ZWAC, a summary of findings and integration of results into the ZWE report.

C. Completion Time: The Consultant must complete the services and deliverable for this task in accordance with whichever one of the following time is marked:

On or before the following date: 6/30/2022.

On or before ____ Business Days from _____.

Task No. 5, entitled “Model and Dashboard Incorporation and Tracking,” is amended as follows:

A. Services Using assumptions developed in Task 2 and cost and diversion tonnage estimates identified in Task 4, work with the City’s existing tracking mechanism to incorporate the work associated with this Service Order into the existing public-facing Dashboard. Work with staff to run data results to produce GHG emissions analyses that can be readily used to prioritize strategies and actions for the ZWE. Collaborate with staff, ZWAC, and key

stakeholders in prioritizing these strategies/actions, potentially in the form of a playbook, and assist with developing approaches for ongoing digital dashboard tracking and reporting for these strategies. Within that playbook, create scorecards for each of the identified strategies shall be provided and may consider factors such as climate impact, diversion impact, social equity, costs of implementation, implementation timeline, and difficulty. Results should quantify ROIs on strategies under consideration (using both cost and GHG impacts) and offer standard (easy to implement) and innovative solutions. Produce and deliver an engaging, attractive, easy-to-read public-facing report (for integration into ZWE) and a corresponding PowerPoint presentation that can serve as a template for future reports and presentations.

B. Deliverable: Information required for plan integration into digital progress tracking dashboard in the form of written narratives and data using Microsoft Excel, a one (1) draft, and one (1) final summary of findings in the form of a “playbook” for the integration of results into the ZWE report. This deliverable will include the following components:

1. Excel spreadsheet with model & outputs for incorporation into their existing Plan Dashboard
2. One (1) draft and one (1) final Public-facing report for integration into ZWE report
3. PowerPoint presentation that serves as a template for future reports

C. Completion Time: The Consultant must complete the services and deliverable for this task in accordance with whichever one of the following time is marked:

- On or before the following date: 6/30/2022.
- On or before ____ Business Days from _____.

Task No. 6, entitled “Prepare Plan Element,” is amended as follows:

A. Services: Using the results and technical data from previous tasks, prepare what is needed for the Plan enhancement. Identify all applicable sections within the Plan to be updated with ZWE. Revisit existing plan components to meet revised waste strategies and develop an understanding of their relation to GHG impacts to enable Plan. The Consultant will populate a comprehensive report outline with preliminary content for review followed by a draft and final narrative that reflects the City’s staff, ZWAC and other stakeholder comments and review. The report shall include narratives, modeling results and visualization graphics in a format that is consistent with and can be directly applied/integrated into the Plan update. The Consultant shall ensure report and modeling results can inform future solid waste policy decisions and program changes made by the City. The Consultant may be asked to prepare ZWE as an addendum to the Plan or incorporate information and update the Plan to include ZWE. Regardless of how exactly ZWE is integrated with the Plan, ZWE should have the same “look and feel” as the Plan and be intelligible to the public.

B. Deliverable: One (1) comprehensive report outline, one (1) preliminary draft ZWE report, one (1) draft ZWE report, one (1) summary of consultant team responses to stakeholder comments, one (1) final ZWE report (incorporates team review, comments, and revisions).

C. Completion Time: The Consultant must complete the services and deliverable for this task in accordance with whichever one of the following time is marked:

- On or before the following date: 6/30/2022.
- On or before ____ Business Days from _____.